

2.5.6 CONSTRUCTION PHASE

2.5.6.1 Contract Start-Up

1. Contract Signing and Start Date, meeting held at DPW.
2. Start Date Meeting will probably occur on the same.
3. Pre-start job meeting is held on site prior to the official start date
4. Project Officially Starts [letter by PM] (Daily Diaries start)
5. Schedule of Values reviewed and approved converted to monthly requisition
6. Project Schedule reviewed and approved
7. Job Meetings (weekly or as required)
8. RFI Issues and Process
9. Subcontractors that are not named, GC to submit to PM for review and approval prior to them starting.
10. Testing Services – requirements developed = Submit DPW form #702 "Testing Services Request" initially for required testing list of inspection and overall Testing budget. (See Section 2.4.5 this manual)
11. Shop drawings, submittals, equals and substitutions

2.5.6.2 Actual Field Work Starts (Inspections, testing and progress reports start)

1. Construction site delineation
2. Review of FM Global of Shop Drawings for Sprinkler/Fire Protection Systems (See Section 01300 in construction contract).
3. Field Offices and Storage Areas
4. Engineering Layout
5. Work Progresses per schedule
6. Change Orders and Field Files
7. Submit "Testing Services Request" DPW form #702 as testing is specifically required (See section 2.4.5 this manual).

2.5.6.3 Commission Building Systems

2.5.6.4 Punch List

2.5.6.5 As-Builts (submitted by General Contractor) Record Documents (by Architect)

During construction the contractor shall "mark-up" a set of prints to show as-built conditions and deliver the set to the DPW-Construction Administrator (DPW-CA) at the completion of construction. The DPW-CA will transmit the marked-up prints to the Architect/Engineer. The A/E will then update the original documents to show the actual as built conditions as noted by the contractor. The A/E will deliver the updated record documents on Mylar to the DPW-CA for review and, if considered an accurate record of the site and building conditions forward the Mylar to the DPW Project Manager. Once the Mylar and CAD disks, including all the addenda, modifications etc., are received by the DPW-Project Manager final payment for the construction administration phase may be authorized. Refer also to Division 1 General Requirements "Contract Closeout", Section 01700, paragraph 1.5 for As-built Document Submittals.

2.5.6.6 System Demonstration and Training

1. Operations and maintenance manuals delivered to agency
2. Scheduled demonstration and training session with agency facility personal

2.5.6.7 Substantial Completion

1. Diaries end
2. "Substantial Completion form" (DPW form #781) issued
3. "Certificate of Compliance form" (DPW form #715 or SBI form) issued
4. Architect's Final Inspection List (punch list)

2.5.6.8 Certificate of Acceptance

1. Warranties and guaranties take effect upon issue
2. "Certificate of Acceptance" (DPW form #782) form issued = any punch list items must be listed.

2.5.6.9 Closeout

1. Submission of final payment with releases and including Insurance Certificates = all punch list items must be complete.
2. Final Accounting Statement
3. Architect's Final Inspection List (punch list is complete)
4. Consent of Surety to Final Payment
5. As-Built drawings complete
6. Contractors evaluation completed
7. A/E Evaluation Completed
8. ~~"Certificate of Final Acceptance" Issued~~

2.5.6.10 Warranty Inspection (one month prior to building warranty/guarantee has expired)